MEDWAY COUNCIL - JOB PROFILE

Job Description

Job Title	**Senior PH Project Officer – School Food**
Directorate	**PEOPLE: Children and Adults**
Division	**Public Health**
Range	**MPR 5**
Reports to	**Public Health Programme Manager**

Main purpose of job

Lead the coordination, development, implementation and evaluation of evidence-based school food and nutrition programmes across Medway, promoting whole-school approaches that improve the food environment, encourage healthy eating behaviours and reduce health inequalities among children and young people. The role translates research, policy and best practice into effective interventions that support improved health and educational outcomes, while contributing to local and national priorities relating to child health, nutrition, food security and obesity prevention.

The post serves as the central point of coordination for the planning, delivery and evaluation of school food initiatives, ensuring programmes are evidence-informed, responsive to local need and aligned with strategic objectives. Through collaborative working with schools, local authority services, public health teams and external partners, the role develops and maintains effective partnerships, supports service improvement and promotes the vision and values of Medway Council through an inclusive and partnership-focused approach..To work in the context of Medway's 'Joint Local Health & Wellbeing Strategy' and the Public Health Outcomes Framework to reduce health inequalities.

The role will involve liaising with stakeholders in a way that promotes the vision and values of the Council.

Accountabilities and Outcomes

Manage and motivate team and individual performance, providing direction and leadership, undertaking staff appraisals, addressing welfare, capability and disciplinary

issues, advising on personal development, training and coaching.

Develop, implement, monitor, and evaluate evidence-based public health projects that focus on the delivery of outcomes and ambitions set out in national and local strategies to improve and to work within professional and ethical boundaries while promoting population health and wellbeing and addressing health inequalities.

Represent the Council at local, regional, and national steering groups, networks and other meetings, ensuring adherence to professional codes of conduct, occupational membership codes, employer behaviour frameworks and practice standards.

Design and deliver formal presentations and training modules to a range of clinical and non-clinical teams, i.e., GPs, Local Authority meetings, Senior Manager meetings, and to other key stakeholders, ensuring compliance with statutory legislation and practice requirements, including mandatory training.

Deliver outcomes through influencing and working collaboratively with internal colleagues and external partnerships to identify priorities and develop actions plans for joint health improvement projects that reflect the needs of the location population and advocate public health principles and action to protect and improve health and wellbeing.

Apply the principles of social marketing, and/or behavioural science, to reach specific groups and communities with enabling information and ideas, raising awareness of ‘A Better Medway Lifestyle Services’ and advocating public health principles and action to protect and improve health and wellbeing.

Demonstrate a commitment to equality and diversity, identifying service strategies to deliver equitable and fair services for users and employees, challenging discriminatory practices and actively managing and promoting diversity.

Support the delivery of national and local targets through working with system partners and community-based assets to deliver against project schedule(s) and targets, keeping within resources, budget, and scope and operating within the decision making, administrative and reporting processes that support political and democratic systems.

Act with integrity, consistency and purpose, and take responsibility for own personal development, ensuring that service specific knowledge and understanding is maintained and developed.

At the discretion of the line manager, such other activities as may from time to time be agreed consistent with the nature of the job described above.

Key Corporate Accountabilities

To work with colleagues to achieve service plan objectives and targets.

To understand and actively keep up to date with GDPR responsibilities, including completing regular refresher training.

Safeguarding is everyone's responsibility: all employees are required to act in such a way that safeguards the health and well-being of children and vulnerable adults.

To participate in the Performance Appraisal process and contribute to the identification of own and team development needs utilising the Career Development Framework.

To actively promote the Council's Fair Access, Diversity and Inclusion Policy and observe the standard of conduct which prevents discrimination taking place.

To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

Promote the Medway Carbon Neutral by 2050 commitment; supporting the Council action plan to ensure we play our part in addressing the climate emergency.

Organisation

This role reports to the Public Health Project/Programme Manager

The post holder will have line management responsibility.

Working Style

HYBRID - a flexible working arrangement whereby an employee can undertake their work either in the office and/or partially or mainly from home on a temporary or permanent basis.

This post requires travel to different locations in a timely manner and the need to work some evenings and weekends.

Person Specification

All criteria at Level A are considered essential unless stated otherwise.

Qualifications

Level A

- Minimum of 5 GCSE's (grades 4-9) including English & Maths or equivalent

Level B (in addition)

- Evidence of continued professional development

Level C (in addition)

- Evidence of continued professional development

Knowledge

Level A

- Shows a good understanding of the technical/specialist or service specific practices and procedures required for the role, including performance monitoring cost and budget management and project evaluation.
- An understanding of designing and managing projects to improve health and reduce inequalities.
- Demonstrate an understanding of the organisation's priorities.
- An understanding of contractor relationship management.
- Understanding of policies and strategies and how to apply to day-to-day role.
- Knowledge of line management principles and processes.

Level B (in addition)

- Demonstrate an understanding of the organisation's priorities and how this role contributes to the priorities.
- An understanding of how to leverage organisational priorities, policies and strategies to leverage mutually beneficial outcomes.
- Confidently provides good quality advice and guidance based on specialist/technical knowledge
- A solid understanding of how to promote population and community HWB addressing the wider determinants of health and health inequalities.

Level C (in addition)

- Demonstrates knowledge of the full range of procedures, policies, and concepts involved in the role.
- A developed understanding of measuring and monitoring population health and wellbeing, health needs, risks, inequalities, and use of services.

- Developed knowledge of working with and through policies and strategies to improve health outcomes.
- Knows how to work autonomously to seek out new partnerships and gain agreement for joint, mutually beneficially projects.
- Knows how to engage, direct, and motivate a team.

Experience

Level A

- Demonstrable experience of working in a public health setting.
- Demonstrable experience of using data and intelligence to inform decision making and find creative solutions.
- Experience of analysis and report writing to a standard appropriate for senior management.
- Experience of developing and implementing clear and well thought out plans, taking into account risks, resources, and stakeholder expectations.)
- Experience of influencing and coordinating other organisations and agencies to increase their engagement with health and wellbeing, ill health prevention and health inequalities.
- Experience in connecting communities, groups, and individuals to local resources and services that support their health and wellbeing.
- Experience of developing and delivering education, training, and group facilitation
- Proven track record of meeting challenging targets.
- Experience of contractor relationship management.
- Experience of dealing with difficult issues that may arise from time to time with external contractors, staff and/or service users in a calm and constructive way.
- Experience of appraising new technologies, therapies, procedures and interventions and the implications for developing cost-effective equitable services.
- Experience of quality assuring and auditing services and interventions to control risks and improve their quality and effectiveness.
- Experience of adapting to change, managing uncertainty, solving problems, aligning clear goals with lines of accountability in complex and unpredictable environments.
- Demonstrable experience of supervising others, with the ability to provide direction, empower people to achieve objectives, and be accountable for team members' actions.

Level B (in addition)

- Experience of evaluating partnerships and addressing barriers to successful collaboration.
- Experience of collaborating to create new solutions to complex problems by

promoting innovation and the sharing of ideas, practices, resources, leadership and learning.
- Can develop plans for the medium term (several months up to a year), to ensure that work is completed to the standard and timescale required.
- Experience of report writing to a standard that is appropriate for representing the council at external system partner forums.

Level C (in addition)

- Experience of conducting formal project evaluations and/or research projects.
- Extensive experience of taking initiative in situations, able to identify own development needs and able to coach and work with others to share best practice and new knowledge.
- Experience of presenting findings/ updates/ developments to a wide audience, including senior management internal and external stakeholders, system partners.
- Demonstrable experience of team leadership.

Skills

Level A

- Proficient in the use of Microsoft Word, Excel, PowerPoint, Teams and Outlook.
- Full driving valid for use in the UK or ability to travel to relevant destination on time.
- Promote ethical practice with an understanding of the ethical dilemmas that might be faced when promoting population health and reducing health inequalities.
- Collate and analyse data to produce intelligence that informs decision making, planning, implementation, performance monitoring and evaluation.
- Able to manage projects, assessing and taking account of known risks, able to adapt to changes and problems along the way.
- Excellent communication, negotiation, consultation and influencing skills tailored to meet the needs of a wide range of audiences and stakeholders.
- Initiate and/or support action to create environments that facilitate and enable health and wellbeing for individuals, groups, and communities.
- Facilitate change (behavioural and/or cultural), in organisations, communities, and/or individuals.
- Develop and/or implement standards, protocols, and procedures, incorporating national ‘best practice’ guidance into local delivery systems.
- Manage public perception and convey key messages using a range of media processes.
- The postholder should be able to occasionally assemble and move heavy or awkward objects such as display boards, leaflets, and other resources, with assistance as needed.

- Able to provide constructive feedback on team and individual performance, recognising and celebrating success, challenging poor performance and conduct issues appropriately and encouraging staff to put forward ideas of how work should be done and acting on those ideas whenever possible.

Level B (in addition)

- Respond constructively to political and other tensions while encouraging a focus on the interests of the public's health.
- Engage stakeholders (including service users), in service design and development, to deliver accessible and equitable person-centred services.
- Communicate sometimes complex information and concepts (including health outcomes, inequalities and life expectancy) to a diversity of audiences using different methods.
- Seek independent assurance throughout programme/project planning and processes within organisational governance frameworks.

Level C (in addition)

- Monitor and report on the progress and outcomes of strategy and policy implementation making recommendations for improvement.
- Critique published and unpublished research, synthesise the evidence and draw appropriate conclusions.
- Design and conduct public health research based on current best practice and involving practitioners and the public.
- Apply research techniques and principles to the evaluation of local services and interventions to establish local evidence of effectiveness.
- Work to understand, and help others to understand, political and democratic processes that can be used to support health and wellbeing and reduce inequalities.
- Develops high performing, motivated teams, encouraging the development of skills, experience, and ambition of others at all levels to enhance flexibility of services.